ON-SITE REVIEW CHECKLIST ASSESSMENT OF THE MEAL COUNTING AND CLAIMING SYSTEM

According to 7 CFR 210.8(a)(1), every school year, prior to February 1, each School Food Authority (SFA) with more than one school (as defined 7 CFR Part 210.2 to include Residential Child Care Institutions (RCCIs)) must perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction.

Each on-site review must ensure the school's claim is based on the counting system, as implemented, and yields the actual number of reimbursable free, reduced price, and paid lunches, respectively, served for each day of operation.

If the review discloses problems with a school's meal counting or claiming procedures, the SFA must ensure that the school implements corrective action, and within 45 days of the review conduct a follow-up on-site review to determine that the corrective action resolved the problems.

School Name:	Review Date:			
SFA Reviewer:				
The following questions are recommended at a minim	num to complete the on-site review requirement:			
YES NO				
	arsable meals in compliance with the approved <i>point of</i> ast be taken at the location where complete meals are			
2. Is the <i>point of service</i> meal count used	to determine the school's claim for reimbursement?			
3. Is the person responsible for monitorin menu planning option selected by the S	g meals correctly identifying reimbursable meals for the SFA?			
4. Is the school correctly implementing p	olicies for handling the following (as applicable):			
Yes No N/A I Incomplete meals? Second meals?				
☐ ☐ ☐ Lost, stolen, misused,	forgotten or destroyed tickets, tokens, IDs, PINs?			
	meals (and identifying program vs. non-program)?			
☐ ☐ ☐ A la carte? ☐ ☐ ☐ Student worker meals?				
□ □ □ Field Trips? □ □ □ Charged and/or prepai	d meals?			
☐ ☐ ☐ Offer vs. Serve?				
	imbursable meals (i.e. not meeting meal pattern e.), distinguishing them from reimbursable meals?			
6. Is someone trained as a backup for the	monitor and the meal counter?			
7. Are there procedures for meal counting system is not available and do staff known as a system is not available and do staff	g and claiming when the primary counting and claiming ow when and how to implement it?			
8. Are daily counts correctly totaled and a	recorded?			
9. If claims are aggregated, are the meal of	If claims are aggregated, are the meal counts correctly totaled and consolidated?			

YES NO					
<u> </u>	0. Are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim for reimbursement is made? Record today's meal counts by category and compare to the number of students eligible by category.				
	Number of Students Approved by Free: Reduced price: Paid:	F R	oday's Meal Counts by Category ree: educed price: aid:		
	Paid:	r	aiu.		
<u> </u>	Does the system prevent overt ide	entification of child	ren receiving free or reduced price meals?		
			ALL SFAs <u>EXCEPT</u> FOR SFAs ON H ONLY RESIDENTIAL CHILDREN:		
<u> </u>	Is a current eligibility list kept up accurate daily count of reimbursa		y the meal count system to provide an ory (free, reduced price, paid)?		
13.	13. If applicable according to 7 CFR 210.8(a)(3), are edit checks completed and documented which compare the daily counts of free, reduced price and paid lunches against the product of the number of children currently eligible for free, reduced price and paid lunches, respectively, times an attendance factor (and any discrepancies accounted for)?				
CORRECTI	VE ACTION PLAN (for above "	'NO" answers):			
SPECIFY DA	ATE CORRECTIVE ACTION(S) WILL BE IMP	LEMENTED:		
BY WHOM:					
SIGNATURI	E :				
	School Representative	Title	Date		
	SFA Reviewer	Title	Date		
	P VISIT (must be conducted wi of corrective action implementation)	•	rective action was required):		
	•				
SIGNATURI	E:				
	School Representative	Title	Date		
	SFA Reviewer	Title			